

# **Day Camp Counselor**

## **Job Description**

The Barrington Day Camp is outdoors at the middle school designed to provide a positive day camp experience that is safe and fun for children ages 7-12 years. The day camp counselor should be knowledgeable of the child's developmental level, physical and motor skills of campers. This individual must be a role model and provide leadership to develop trust among campers and help to promote friendship among campers and staff. He/she must be able to encourage good behavior. The counselor is responsible for supervising campers, providing support to campers and enforcing the camp rules and regulations, while maintaining a safe environment. The counselor will be responsible for planning, developing and conducting a program that is age appropriate such as nature, arts and crafts, as well as other day camp activities. He/she must promote a positive camp environment. When on a field trip, the counselor needs to provide keen supervision and accountability of the group along with maintaining proper behavior. The counselor will be responsible for the set-up and clean up of their area. At the conclusion of the camp day, he/she will supervise the preparation by campers to get ready to go home and supervise their departure.

## **Qualifications**

The camp counselor should be attending college and has experience in a camp/recreational setting. Experience in working with young school age children and having leadership abilities to teach specific camp activities such as: arts/crafts, nature, archery, sports and games, etc. is especially important. Counselor must have a first aid and CPR certification or be willing to become certified by the first day of camp. Also, a training session is required before the start of camp for each counselor. A background check must be passed and the counselor must be available to work the entire camp session. In addition to these qualifications there are several physical requirements the counselor must meet. The counselor must be able to work effectively in the outdoors during the hot summer months. The counselor must also be able to keep a good walking pace within the camp group. Keeping yourself in good physical condition with proper sleep is important to meeting the challenges of managing children on a daily basis.

## **Duties of the Camp Counselor**

Work with the Camp Director to perform the following duties:

- Be on time each day to plan and set up your area of responsibility.
- Assist in planning, organization and implementation of the daily camp program that requires a lesson plan and assist in planning, developing and conducting special events or activities.
- Greet campers and parents in a warm and friendly manner.
- Complete the necessary camp forms and paperwork accurately and in a timely manner. This paperwork may include behavior logs, attendance and incident/accident forms.
- Provide direct supervision and reinforcement of good behavior to your assigned campers.
- Dress appropriately for camp with a clean staff shirt each day.
- Develop and maintain communication with campers and staff regarding issues affecting camp, the campers and/or staff relations in a private, professional and confidential manner.
- Provide quality customer service to the public by giving accurate information regarding camp activities and policies in a polite and professional manner.
- Provide support in custodial duties.
- Assist in supervising counselors in training (CIT) and volunteers.

- Be responsible for your campers at all times and have the ability to execute the emergency plan, should an event occur.
- Be responsible for maintaining a safe environment
- Be familiar with the day-to-day operation of the day camp to ensure the camp's mission is upheld.
- Encourage campers to respect the property of others (camp equipment and facilities). Assist campers in returning and storing equipment.
- Attend staff meetings when scheduled.
- Performing other duties as required.